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Approved For Release 2002/11/20 : CIA-RDP80-01826R001000130008-3

ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

Director of Training

NO.

DATE

19 August 1954

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. DDCI	123 Admin	8/19	8/20/54	CPC	<i>This is but <u>one</u> attempt to help the DDP solve the training problem. It has not been coordinated.</i>
2. AD/P	217 Curie	AUG 1954			
3.					
4.					<p>1-2: I have not studied this, but request that you consider it in your current work with the over-all slotting problem.</p> <p><i>CPC</i></p> <p>23 Aug. 54</p>
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

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MEMORANDUM OF UNDERSTANDING OF ADDITIONAL POLICIES
AND PROCEDURES FOR ADMINISTERING PROGRAM FOR
CAREER DEVELOPMENT OF JUNIOR PERSONNEL

(Meeting of 1 July 1954)

25X1A

1. Agency Notice No. [] establishes a program for the career development of junior personnel and places certain responsibilities in the Assistant Director for Personnel, the Director of Training and a Committee for Career Development of Junior Personnel. By the terms of the Notice, the AD/P and the DTH share responsibility with the Head of the Career Service of the individual concerned in discharging the specified functions of the Committee.

2. In consonance with the separate and joint responsibilities imposed upon us as the AD/P and DTH, we agree to the following additional policies and procedures in order to adequately discharge our responsibilities to implement the basic policies and procedures contained in the Notice and to ensure a joint approach and liaison between our respective offices:

a. Junior Career Development Slots (JCD)

30 Junior Career Development Slots (JCD) will be available for encumbrance during the calendar year beginning with the date of initial selections by the Committee. Depending on the quality and availability of applicants, an attempt will be made to allot approximately one-fourth of these slots every three months of the year, but a proportionately greater number may be allocated in the initial selection of participants.

b. ~~Selection of Participants on Quarterly Basis~~

~~The Committee for Career Development of Junior Personnel plans to meet quarterly to select individuals for participation in the Program.~~ ILLEGIB

25X1A

c. Additional Factors for Selection in Program

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(1) The following factors for selection will be observed in addition to those specified in []

(2) [] who have not completed a training course in basic intelligence, such as [] will be required to take a course according to this schedule:

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Area of Participation
According to Career Plan

Course

ED/I
ED/P
ED/A

SIG, Part II
Operations
SIG, Part II, or
Operations, as appropriate

(b) In the selection of candidates preference will be given to Career Staff members. Other things being equal, preference should also be given to those approaching the upper limits of the age restrictions.

(2) The Junior Officer Training Division, Office of Training, (JOTD), and the Placement and Utilization Division, Office of Personnel, (PUD), will take into account other factors pertinent to the consideration of applications, such as a medical clearance for General Duty and an SI security clearance, when appropriate. Such additional factors must be approved by the AD/P and DTR.

4. Procedures for Screening and Processing Applications

(1) PUD will receive all applications initially and will immediately forward a copy of the application to JOTD. PUD will review applications to determine that they fully comply with the requirements prescribed in N [REDACTED]

[REDACTED]. For this purpose, PUD will check the eligibility of each applicant for consideration and will contact the individual concerned and the appropriate official (or officials) to obtain any additional information needed or to check on any data requiring verification.

(2) PUD will acknowledge the receipt of each application and will advise the applicant in the acknowledgement or subsequent memorandum, as appropriate, concerning the status of the application.

(3) During each interval between quarterly meetings of the Committee, the Chiefs, JOTD and PUD, will screen all pending appli-

[REDACTED] and then select approximately 32 candidates for initial review by the AD/P and DTR. From these candidates the AD/P and DTR will select approximately 16 individuals for assessment by A&E.

(4) PUD will act as the general liaison with applicants and operating offices on matters pertaining to the processing, selection and rejection of applications.

(a) JOTD will advise PUD of the date and time for testing applicants and PUD will transmit this information to the individuals concerned.

arrange for testing of up to 165 applicants within

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(b) PWD will notify all applicants who cannot be considered for selection at the next meeting of the Committee.

(5) Personnel designated by the AD/P and DTR will be assessed and evaluated on a comparative basis. Upon the conclusion of this process, the Chiefs, JCID and PWD will jointly discuss all available information on each of the candidates assessed.

(6) The Chiefs, JCID and PWD, will submit a memorandum to the AD/P and DTR containing recommendations on each individual assessed and a ranking of such personnel in order of preference for selection.

e. Committee Action

(1) Upon receipt of these memoranda, the Committee will meet in a quarterly meeting and select a number of personnel, pursuant to 2b. above, for participation in the Program.

(2) The Committee will review the Career Development Plan of each individual selected and, after appropriate consultation with the individual and the operating officials concerned, it will approve a final Plan and training program for the participant.

(3) The Committee will not attempt to define additional standards for selection in the Program but will rely upon evidence and evaluations obtained in the highly selective and competitive process detailed herein.

(4) The Committee will interview each person who is assessed.

f. Jurisdiction Over Participants After Selection

(1) GTR will have jurisdiction over and maintain liaison with participants in the Program.

(2) GTR may initiate, after coordination with the Head of the Career Service concerned, promotion actions on participants pursuant to the provisions of

25X1A

(3) The DTR has discretion to terminate participants who fail to maintain a reasonable standard of performance and progress.

3. Based upon experience gained in the administration of the Program, the procedural elements contained in this memorandum are subject to alteration or refinement at any time by joint agreement of the undersigned.

Assistant Director for Personnel

Director of Training

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